

AGENDA



Thursday, February 10, 2011

**Purchasing Office
RECOMMENDATION FOR COUNCIL ACTION**

Item No. 25

Subject: Authorize award and execution of a 36-month requirements supply contract with AMERICAN BANK NOTE COMPANY, Franklin, TN for security bank note paper in an estimated amount not to exceed \$72,800, with three 12-month extension options in an estimated amount not to exceed \$34,560 for the first extension option, \$41,472 for the second extension option, and \$49,766 for the third extension option, for a total estimated contract amount not to exceed \$198,598.

Amount and Source of Funding: Funding in the amount of \$11,667 is available in the Fiscal Year 2010-2011 Operating Budget of the Health and Human Services Department. Funding for the remaining 29 months of the original contract period and extension options is contingent upon available funding in future budgets.

Fiscal Note: There is no unanticipated fiscal impact. A fiscal note is not required.

For More Information: Wilbur Jones, Buyer I/972-4013

Purchasing Language: Lowest bid meeting specification of two bids received.

MBE/WBE: This contract will be awarded in compliance with Chapter 2-9D of the City Code (Minority Owned and Women Owned Business Enterprise Procurement Program). No subcontracting opportunities were identified; therefore no goals were established for this solicitation.

This contract will provide security bank note paper used by the Health and Human Services Department Office of Vital Records (OVR) to issue certified copies of birth, death, and fetal death records. This paper meets the stipulated requirements in the Texas Administrative Code §181.28. Currently, the OVR issues four different sizes of these vital records and also maintains a secure emergency stock as needed for business continuity in case of catastrophic events.

MBE/WBE solicited: 8/2 MBE/WBE Bid: 0/0

PRICE ANALYSIS

- a. Adequate competition.
- b. One hundred seventeen notices were sent, including eight MBEs and two WBEs. Two bids were received, with no response from the MBE/WBEs.
- c. The pricing offered represents a 10% increase to the last contract awarded February 2006.

APPROVAL JUSTIFICATION

- a. Lowest bid received. American Bank Note Company is the current provider of this item.
- b. The Purchasing Office concurs with the Health and Human Services Department's recommended award.
- c. Advertised in the Austin American-Statesman and on the Internet.